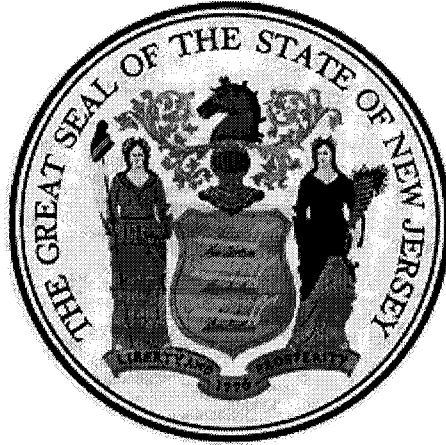


State of New Jersey



Utilities & Authorities Records Retention Schedule

M910000-999

UTILITIES AND AUTHORITIES

RECORDS RETENTION SCHEDULE

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UTILITIES AND AUTHORITIES

RECORDS RETENTION SCHEDULE

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UTILITIES AND AUTHORITIES

RECORDS RETENTION SCHEDULE

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RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M91 0000 SCHEDULE NUMBER 999 PAGE NUMBER 1 OF 39

DEPARTMENT Utilities and Authorities

DIVISION

BUREAU

AGENCY REPRESENTATIVE Harry Mansmann

TITLE Supervising Administrative Analyst

(AREA CODE) TELEPHONE NUMBER (609) 292-0506

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE

DATE

12/15/98

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE

DATE

21 JAN 1 1999

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY RETAIN IN RECORDS CENTER

DISPOSITION

WATER

Monitoring

0001-0000 Contract and Specifications File - Construction

0002-0000 Chart File - Daily Pumping and Chlorine Rate

0003-0000 Emergency Operating Procedures Report

0004-0000 Water Reports File

Reports reflecting all aspects of water treatment, usage, and analysis: flow, pressure, treatment, quality, filtration, chlorination, and consumption.

0005-0000 Water Level Register - Water Tank and Reservoir

0006-0000 Pumpage Log - Flow, Level, Pumpage, and Pressure

0007-0000 Reservoir Status Report File (Copy)

Reservoir status reports reflecting water, environmental, and structural conditions. Original maintained by the Department of Environmental Protection.

Permanent

6 yrs

Permanent

30 yrs

30 yrs

30 yrs

Permanent

Permanent

Destroy

Permanent

Destroy

Destroy

Destroy

Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M910000	SCHEDULE NUMBER 999	PAGE NUMBER 2 OF 39
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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY RECORDS CENTER

DISPOSITION

0008-0000

Raw Data File (Bench Books)
A data collection file of laboratory test
sample results which serve as the source
for self-monitoring reports. NJAC 7:18-4.8.

5 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M910000	999	3 OF 39

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0050-0000	<p><u>WATER Facility</u></p> <p>Water Meter Report File Reports reflecting meter installation, registration, inspection, replacement, and loss.</p>	Permanent		Permanent
0051-0000	Field Book	10 yrs		Destroy
0052-0000	Construction File Includes: plans, specifications, maps, and blueprints.	Permanent		Permanent
0053-0000	Work Orders - Water Plant	6 yrs		Destroy
0054-0000	Operator(s) Shift Conditions Report	6 yrs		Destroy
0055-0000	Water Hydrant History File Contains documentation regarding water hydrant locations, inspections, repairs, replacements, and supporting documentation.	30 yrs		Destroy
0056-0000	Water Service Shut-Off at Water Main Report	6 yrs		Destroy
0057-0000	Water Service History File History file documenting the water service from plant inception to present.	Permanent		Permanent
0058-0000	Pavement Replacement File	10 yrs		Destroy
0059-0000	Daily Statistics - Water Filtration Includes amounts filtered daily for surface, raw, and excess water.	6 yrs		Destroy
0060-0000	Daily Statistics - Water Pumpage	6 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
M910000

SCHEDULE NUMBER
999

PAGE NUMBER
4 OF 39

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0061-0000

Instrument Service/Calibration Report

6 yrs

Destroy

0062-0000

Instrument Shut-off Report

6 yrs

Destroy

0063-0000

Off-Site Conditions List File (Copy)
List of above and underground sites
that may effect the value of surrounding
residential property. Copies also kept
by the municipal clerk, and the Departments
of Environmental Protection and Community
Affairs. (NJAC 5:38)

10 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M910000	999	5 OF 39

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0100-0000	WATER <u>Finance and Customer Service</u> Daily Meter Reading Sheet Form used to take daily meter readings for water. (NJAC 14:3-7.8)	6 yrs		Destroy
0101-0000	Customer Billing Register Register reflecting customer billing for water usage. (NJAC 14:3-7.8)	6 yrs		Destroy
0102-0000	Customer Consumption Register Register reflecting customer water usage. (NJAC 14:3-7.8)	6 yrs		Destroy
0103-0000	Cashier Receipt Stubs (NJAC 14:3-7.8)	6 yrs		Destroy
0104-0000	Customer Ledger Cards (NJAC 14:3-7.8)	6 yrs		Destroy
0105-0000	Customer Complaint File (NJAC 14:3-7.8)	6 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY RECORDS CENTER

DISPOSITION

0150-0000

WATER
Federal, State, and Local Government Reports

Permanent

Permanent

Toxic Catastrophy Prevention Act (TCPA) File
Reports generated in compliance with the TCPA,
denoting preventative measures performed.
Reports denote: water and chemical monitoring;
equipment inventory, inspection, repair, and
modification; accident drills; and safety
inspections. Original documents are maintained
by the State Department of Environmental
Protection.

0151-0000

Monitoring Report File

Permanent

Permanent

Reports generated in compliance with the
New Jersey State Department of Environmental
Protection regarding the monitoring of water and
the chemical treatments used . File contains
water and chemical treatment monitoring and
safety inspections. Original documents are
maintained by the State Department of
Environmental Protection.

0152-0000

Safe Drinking Water Act File

Permanent

Permanent

Reports generated in compliance with the
Safe Drinking Water Act monitoring water
quality. File contains water and chemical
analysis logs; water quality test results;
and bacteria, solids, and trace metals
analysis. Original documents are maintained
by the State Department of Environmental
Protection.

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M910000	999	7 OF 39

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0200-0000	SEWERAGE Monitoring Discharge Monitoring Report (DMR) File Federal document which is used by the facility as a self monitoring report. DMRs may be issued daily, weekly, quarterly, or once per permit cycle depending upon permit requirements. (40 CFR 403)	5 YRS		Destroy
0201-0000	Well Groundwater Monitoring Report File A self monitoring report used to track groundwater quality in wells. (40 CFR 403)	5 YRS		Destroy
0202-0000	Sludge Quality Assurance Report (SQAR) File A self monitoring report used to track sludgewater quality. (40 CFR 403)	5 YRS		Destroy
0203-0000	Bioassay Report File Record of affluent toxicity and its effect upon species' growth and mortality rates. (40 CFR 403)	5 YRS		Destroy
0204-0000	River Inspection Report File Record of analysis of the surface waters for rivers and tributaries.	5 YRS		Destroy
0205-0000	User Charge Self-Monitoring Report File Record of user fees in accordance with the Sewer Connection Permit.	6 YRS		Destroy
0206-0000	Pretreatment Self-Monitoring Report File Reports prepared and submitted by industrial users, documenting the pretreatment conditions of the wastewater. (40 CFR 403)	5 YRS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M910000	999	8 OF 39

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY RECORDS CENTER DISPOSITION

0207-0000	Raw Data File (Bench Books) A data collection file of laboratory testing sample results for areas such as: chlorine, ph levels, toxicity, etc. which serve as the source of the discharge and self-monitoring reports. (40 CFR 403) (NJAC 7:18-4.8).	5 yrs		Destroy
0208-0000	Certificate of Annual Charges Certificate reflecting charges levied by the authority for facility usage.	6 yrs		Destroy
0209-0000	Permit File File pertaining to permits issued to ensure the elimination of pollution a facility might otherwise generate as a result of wastewater discharge. Includes: maps; plans; engineering drawings; permit, permit application, renewals, amendments, and comments; Bioassay/Chronic Characterization studies; laboratory, industrial monitoring, and surveillance reports; correspondence; and supporting documentation relating to permit issuance.	Permanent		Permanent
0210-0000	Permit Fee File Annual fee required for obtaining a permit that regulates a facility whose operations may involve the pretreatment and discharge of wastewater into state waterways.	6 yrs		Destroy
0211-0000	Septage Disposal Manifest Record of the treatment of a residential or industrial septic tank. Copies are maintained by the local health department, the hauler, and the owner.	6 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M91 0000	999	9 OF 39

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY RECORDS CENTER

DISPOSITION

SEWERAGE Legal

Formal Enforcement Action File (Internal)
File reflecting enforcement actions taken for environmental violations and the remediation procedures taken to ensure an agency's compliance with state and federal environmental regulations. Includes: Civil Actions, Administrative Consent Orders (ACO's), Penalty Assessments, and Administrative Orders.

0250-0000

Permanent

Permanent

0251-0000

Site-Related Notices of Violation and Communication File

30 yrs

Destroy

File regarding permits issued to facilities. Contains: formal notices, notices of violation response to violation, correspondence, acknowledgment letters, site inspection reports regarding: ph and LEL levels, flow meter calibration, pretreatment compliance, annual site inspections, permit applicability investigation, and spill/pollution investigation.

0252-0000

Litigation File - Open and Closed Cases
Litigation file involving the authority and public/private facilities and agencies. (NJSA 2A:14-5) (Original maintained by Superior Court).

20 yrs
after final
settlement

Destroy

0253-0000

Federal and State loan File
File pertaining to federal and state loans issued to facilities for site remediation.

7 yrs
after final
payment

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M910000	SCHEDULE NUMBER 999	PAGE NUMBER 10 OF 39
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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0254-0000

Contract File - Private Developers
Contracts from private developers for
residential and industrial construction.
Copies also maintained by the municipality.

10 yrs after
completion of
contract

Destroy

0255-0000

Conveyances File - Deeds, Easements, and
Developments
Documents pertaining authority-owned land.

Permanent

Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M910000 SCHEDULE NUMBER 999 PAGE NUMBER 11 OF 39

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN AGENCY

RECORDS CENTER

DISPOSITION

SEWERAGE Facility

0300-0000

Municipal Sewage Pipeline Connection File
Records diagramming sewage pipeline connections throughout a municipality. Includes: monitoring and compliance reports, copies of various plans as mandated by federal and state agencies, correspondence, sewer connection permit, and schematics and diagrams.

Permanent

Permanent

0301-0000

Facility Operational Report File
Contains reports pertaining to foreman, treatment plant, connection, operating expenses, engineering, and other associated areas concerned with facility operations.

6 yrs

Destroy

0302-0000

Final Cost Estimates File - Facility Construction Projects

Permanent

Permanent

0303-0000

As-Built Plans File - Facility Construction Projects

Permanent

Permanent

0304-0000

Work Orders File (Laboratory and Industrial)
Orders are prepared for water sampling and for proof of inspection. Documents serve as an audit trail for permit disputes.

6 yrs

Destroy

0305-0000

Off-Site Conditions List File (Copy)
List of above and underground sites that may effect the value of surrounding residential property. Copies also kept by the municipal clerk, and the Departments of Environmental Protection and Community Affairs. (NJAC 5:38)

10 yrs

Destroy

0306-0000

Sewage Meter Report File
Reports reflecting meter installation, registration, inspection, replacement, and loss.

30 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
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0307-0000	Sewage Meter Reading File	6 YRS		Destroy
0308-0000	Pavement Replacement File	10 YRS		Destroy
0309-0000	Daily Statistics - Sewage	6 YRS		Destroy
0310-0000	Daily Statistics - Sewage Pumpage	6 YRS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0350-0000	<u>SEWERAGE</u> Finance and Customer Service	6 yrs		Destroy
0351-0000	Customer Billing Register Register reflecting customer billing. (NJAC 14:3-7.8)	6 yrs		Destroy
0352-0000	Customer Consumption Register Register reflecting customer usage. (NJAC 14:3-7.8)	6 yrs		Destroy
0353-0000	Cashier Receipt Stubs Receipt of billing/payment. (NJAC 14:3-7.8)	6 yrs		Destroy
0354-0000	Customer Ledger Cards (NJAC 14:3-7.8)	6 yrs		Destroy
0355-0000	Customer Complaint File (NJAC 14:3-7.8)	6 yrs		Destroy
	Sewer Bill Appeal Consists of appeals presented to the Sewage Usage Charge Board of Appeals as appointed by the Council. The Board can hear and correct any error or inequity.	6 yrs after final settlement		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY
RECORDS CENTER

DISPOSITION

0400-0000

ELECTRIC
Monitoring

Excess Emissions and Monitoring Performance (EEMPR) Statements and Reports File (Copy)
Self monitoring air pollution control annual and quarterly reports. Originals are maintained by the Department of Environmental Protection. (N.J.A.C. 7:27-21.6)

5 yrs
from due
date

Destroy

0401-0000

Sludge Quality Assurance Report (SQAR) File (Copy)
A self monitoring report used to track sludge water quality. Originals are maintained by the Department of Environmental Protection. (N.J.A.C. 7:14A-2.5)

5 yrs
from date
of report

Destroy

0402-0000

Discharge Monitoring Report (DMR) File (Copy)
Document which is used by the facility as a self monitoring water pollution control report. DMRs may be issued daily, weekly, quarterly, or once per permit cycle depending upon permit requirements. Originals are maintained by the Department of Environmental Protection. (N.J.A.C. 7:14A-6.11)

5 yrs after
closure of
facility

Destroy

0403-0000

Permit and Certificate File - Air Pollution Control Equipment (Copy)
File pertaining to permits issued to control air pollution discharge. Includes: permit, permit application, renewals, amendments, and comments; certificates; equipment operation and modification reports; and supporting documentation relating to permit issuance. Originals are maintained by the Department of Environmental Protection. (N.J.A.C. 7:27-21.6)

5 yrs after
disposal of
the equipment

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M910000	SCHEDULE NUMBER 999	PAGE NUMBER 15 OF 39
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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

RECORDS CENTER

DISPOSITION

0404-0000

Permit File (Copy) - Water Pollution Control File pertaining to permits issued to ensure the control of water pollution discharge. Includes: permit, permit application, renewals, amendments, and comments and supporting documentation relating to permit issuance. Originals are maintained by the Department of Environmental Protection. (N.J.A.C. 7:14A-2.5)

5 yrs after closure of facility

Destroy

0405-0000

Laboratory Reports File - Water and Air Pollution Records of laboratory tests, raw data, sample results which serve as the source for all self-monitoring reports. (N.J.A.C. 7:18-4.8)

5 yrs

Destroy

0406-0000

Laboratory Classification Reports - Hazardous Waste Records of laboratory tests, raw data, sample results which serve as the source for hazardous waste classification. (40 CFR 262.40/N.J.A.C. 7:26-8.5)

3 yrs from transport

Destroy

0407-0000

Hazardous Waste Manifests (Copy) Original document maintained by hazardous waste hauler and an additional copy is kept by the Department of Environmental Protection. (40 CFR 262.40/N.J.A.C. 7:26-7.4)

3 yrs from transport

Destroy

0408-0000

Hazardous Waste Generator Report (Copy) Copy is kept by the Department of Environmental Protection. (40 CFR 262.40/N.J.A.C. 7:26-7.4)

3 yrs from due date

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M910000	SCHEDULE NUMBER 999	PAGE NUMBER 16 OF 39
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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0450-0000

ELECTRIC
Facility

Life of
the
equipment

Destroy

Equipment File
File containing inspection, maintenance, confirmation, and repair records for equipment used for pollution and discharge detection, monitoring, prevention, and safety. Copy maintained by the Department of Environmental Protection. (N.J.A.C. 7:1E-2.15)

0451-0000

Destroy

Storage Tank File
File containing inspection, maintenance, and repair records for equipment used for pollution and discharge detection, monitoring, prevention, and safety. Copy maintained by the Department of Environmental Protection. (40 CFR 280.74)

3 yrs after
completion of
permanent closure
or removal

0452-0000

3 yrs

Facility Inspection File
File containing inspection and maintenance reports of the facility. Copy maintained by the Department of Environmental Protection. (N.J.A.C. 7:26-9.4f6)

0453-0000

10 yrs

Destroy

Off-Site Conditions List File (Copy)
List of above and underground sites that may effect the value of surrounding residential property. Copies also kept by the municipal clerk, and the Departments of Environmental Protection and Community Affairs. (NJAC 5:38)

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
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SCHEDULE NUMBER
999

PAGE NUMBER
17
OF
39

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0454-0000

Electric Peak Load and Time Report (Copy)
Report of the cost, quantity, and time of electric consumption. Original maintained by the Department of Environmental Protection.

6 YRS

Destroy

0455-0000

Monthly Report of Cost and Quality of Fuels for Electric Plants (Copy)
Report listing fuel contractor, fuel type, purchase price, and quantity received and used. Original maintained by the Federal Department of Energy.

6 YRS

Destroy

0456-0000

Monthly Power Plant Report (Copy)
Report of monthly fuel generated, consumed, and supply remaining. Original maintained by the Federal Department of Energy.

6 YRS

Destroy

0457-0000

Electric Distribution Reports File
Reports that pertain to the distribution of electrical power throughout the region.

0457-0001

Electric Distribution Reports File - Jointly-Owned Street Lights and Poles
Annual reports of jointly-owned poles/street lights between electric companies and municipal government.

30 YRS

Destroy

0457-0002

Electric Distribution Reports File - Voltage
Annual reports of electrical voltage cables, switches, and cutouts.

30 YRS

Destroy

0457-0003

Electric Distribution Reports File - Customer Lighting
Annual reports of customer ornamental and traditional lighting and the associated maintenance, charges, and rate structure.

30 YRS

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M910000	SCHEDULE NUMBER 999	PAGE NUMBER 18 OF 39
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0457-0004	Electric Distribution Reports File - Utility Poles Annual reports of poles setting and removal, main and guy poles, recreation poles, service poles, and pole-tops.	30 yrs		Destroy
0457-0005	Electric Distribution Reports File - Street Lights Annual reports of street lights setting and removal, ornamental street lights, standards, and rates.	30 yrs		Destroy
0457-0006	Electric Distribution Reports File - Non-Revenue Lighting Annual reports of mandatory lighting throughout the region.	30 yrs		Destroy
0457-0007	Electric Distribution Reports File - Electrical Transformers Annual reports of electrical transformers set and removed, maintenance, activity, manufacturer, and transformer type code.	30 yrs		Destroy
0457-0008	Electric Distribution Reports File - Electrical Wires Annual reports of electrical wiring removal and installation throughout the region.	30 yrs		Destroy
0457-0009	Electric Distribution Reports File - Electrical Meters Daily status reports of electrical meters throughout the region.	6 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0457-0010	Electric Distribution Reports File - Ornamental and Underground Connection Charges Annual reports of ornamental and underground electrical connection sites and the associated charges.	30 yrs		Destroy
0457-0011	Electric Distribution Reports File - Service Locations Annual reports of the various electrical service locations.	30 yrs		Destroy
0457-0012	Electric Distribution Reports File - List of Assigned Street Names	30 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M910000	SCHEDULE NUMBER 999	PAGE NUMBER 20 OF 39
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0500-0000	ELECTRIC Finance and Customer Service Daily Meter Reading Sheet Form used to take electrical meter readings. (NJAC 14:3-7.8)	6 yrs		Destroy
0501-0000	Customer Billing Register Register reflecting customer billing for electric usage. (NJAC 14:3-7.8)	6 yrs		Destroy
0502-0000	Customer Consumption Register Register reflecting customer electric usage. (NJAC 14:3-7.8)	6 yrs		Destroy
0503-0000	Cashier Receipt Stubs (NJAC 14:3-7.8)	6 yrs		Destroy
0504-0000	Customer Ledger Cards (NJAC 14:3-7.8)	6 yrs		Destroy
0505-0000	Customer Complaint File (NJAC 14:3-7.8)	6 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M910000	SCHEDULE NUMBER 999	PAGE NUMBER 21 of 39
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0550-0000	<u>PARKING</u> Motor Vehicle Accident Records	6 yrs after settlement		Destroy
0551-0000	Parking Claim Check Stubs	1 yr		Destroy
0552-0000	Parking Daily Log Sheets Log lists names of drivers, license plate number, etc. for non-paying vehicles.	1 yr		Destroy
0553-0000	Parking Daily Report Forms Lists breakdown of daily income.	1 yr		Destroy
0554-0000	Parking Permits	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY RECORDS CENTER

DISPOSITION

0600-0000	SOLID WASTE <u>Garbage and Trash Removal</u> Radio Dispatcher Log	5 yrs after last entry	Destroy
0601-0000	New Jersey Solid Waste Report (Department of Environmental Protection applications and reports).	6 yrs	Destroy
0602-0000	Daily Tonnage Slips	6 yrs	Destroy
0603-0000	Daily Work Sheets (Daily Assignments)	6 yrs	Destroy
0604-0000	Seniority List	As updated	Destroy
0605-0000	Workman's Compensation Reports	6 yrs after termination of employment	Destroy
0606-0000	Pick Up Records	6 yrs	Destroy
0607-0000	Special Pick Up	6 yrs	Destroy
0608-0000	Inspector's Reports	6 yrs unless in litigation	Destroy
0609-0000	Truck Specifications	Until disposition of vehicle	Destroy
0610-0000	Snow Removal Records	As updated	Destroy
0610-0001	Snow Removal Records - Plow Routes		Destroy
0610-0002	Snow Removal Records - Timesheets	6 yrs	Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0611-0000	Motor Vehicle Registrations	3 yrs after expiration			Destroy
0612-0000	Employee Uniform, Shoe Rain Gear, and Glove Records	5 yrs			Destroy
0613-0000	Employee Driver License (Expiration Dates Recorded)	3 yrs after expiration			Destroy
0614-0000	Improvement Authority Dumping Coupon	6 yrs			Destroy
0615-0000	Weather Reports	1 yr			Destroy
0616-0000	Hazardous Materials Files - Transport and Storage	40 yrs			Destroy
0617-0000	Resource Recovery Study Used as a basis for the establishment of a Resource Recovery facility.	Permanent			Permanent
0618-0000	Solid Waste Facility Files Includes inspection reports, construction specifications, Engineering Plans/Drawings.	30 yrs after facility is closed.			Destroy
0619-0000	Solid Waste Management Plan Plans are effective for ten years.	15 yrs			Destroy
0620-0000	Hauler Files				
0620-0001	Hauler Files - Daily Hauler Waste Tickets	6 yrs			Destroy
0620-0002	Hauler Files - Monthly Hauler Account Statement	6 yrs			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0650-0000	COUNTY IMPROVEMENT <u>Marketing</u> Contracts - Equipment Lease Program	6 yrs after termination	Destroy
0651-0000	News Clippings	Periodic review	Destroy
0652-0000	Press Releases	Permanent	Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M910000	SCHEDULE NUMBER 999	PAGE NUMBER 25 OF 39
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
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0700-0000

COUNTY IMPROVEMENT
Engineering

Project Files
Contain: Bid Specifications, Contracts, correspondence, resolutions, permits and agreements concerning all Authority approved building projects and facilities.

Permanent

Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY NUMBER

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RETAIN IN

RECORDS CENTER

DISPOSITION

COUNTY IMPROVEMENT

Enforcement

Administrative Subject Files

3 yrs

Destroy

0750-0000

Enforcement Case Files

30 yrs after case
is closed

Destroy

Includes: Investigation Report, photos, videos, statements, etc. Investigations are made when a hauler is in violation of franchise laws.

0751-0000

Incident Case Files

6 yrs

Destroy

Includes: Incident Report, and related documentation. Reports are made for minor infractions and when no further action is necessary.

0752-0000

Tonnage Reports

6 yrs

Destroy

Consists of listings of each hauler and tonnage amounts as reported by the transfer station in regard to solid waste and recycling.

0753-0000

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY
RECORDS CENTER

DISPOSITION

0800-0000

COUNTY IMPROVEMENT Planning

Permit Application Files (Resource Recovery Plant)
Consists of: Permit Application, backup files concerning Department of Environmental Protection requirements, studies, correspondence, information from other facilities, plans, plan amendments, reference information, legislation, plan submissions and applicable rules and regulations. Also includes bound permit applications.

30 yrs after
closure of
facility

Archival review

0801-0000

Planning Administrative Files

Consists of: plan submissions, aerial photographs, correspondence studies and feasibility reports, copies of minutes, Interim Reports, Environmental Statements, copies of contracts, copies of bids, legislation, applicable rules and regulations, permits and applications, copies of vouchers, land appraisals, plans, plan amendments, agreements, site plans, etc. concerning various facilities applying for a permit to operate.

30 yrs after
closure of
facility

Archival review

0802-0000

Recycling Administrative Files

Includes: correspondence, reference material, studies and related background information concerning the county recycling program.

Permanent

Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0850-0000	COUNTY IMPROVEMENT <u>Operations</u> Administrative Subject Files May include: correspondence, copies of budget workpapers, copies of bids, copies of contracts, reference material etc. concerning haulers, sludge processing, recycling and waste processing.	3 yrs		Destroy
0851-0000	Tonnage Reports	6 yrs		Destroy
0852-0000	Transfer Station Files Includes: contracts, studies, leases, permit, equipment specifications and correspondence.	6 yrs after termination of contract/ expiration of permit and or lease		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

HOUSING
Director's Office

0900-0000

Project Files
Consists of financial records, copies of plans
and correspondence.

10 yrs after
completion of
construction

Archival
review

0901-0000

Blueprints and Maps

10 yrs after
completion of
construction

Archival
review

0902-0000

Federal Grants Agreements and Supporting
Documentation, Financial Records and Statistical
Records

Destroy

0902-0001

Agreements

6 yrs after
termination of
agreement
provided all
litigation, claims
or audit findings
are resolved and
all non-expendable
property has been
disposed

Destroy

0902-0002

Supporting Documentation, Financial Records and
Statistical Report

6 yrs after
submission of final
expenditure report
or annual financial
status report,
provided all
litigation claims,
or audit findings
are resolved and
all non-expendable
property has
been disposed

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
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0950-0000	HOUSING <u>Economic Development</u> Economic Development Studies and Surveys	Permanent		Permanent
0951-0000	Urban Renewal Files Consists of financial records, plans and correspondence.	10 yrs after completion of construction		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
1000-0000	HOUSING Neighborhood Development Project Files and Correspondence Consists of financial records, plans and correspondence.	10 yrs after completion of construction		Archival review
1001-0000	Affordable Housing Agreement Files Consist of: Application, income verification correspondence, deed (copy) etc.	30 yrs		Destroy
1000-0001	Affordable Housing Agreement Files - Approved	2 yrs		Destroy
1000-0002	Affordable Housing Agreement Files - Denied/Withdrawn	6 yrs		Destroy
1000-0003	List of Approved and Denied Applicants			

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY		DISPOSITION
		RECORDS CENTER		
	HOUSING			
	<u>Neighborhood Planning</u>			
1050-0000	Environmental Assessment Files	Permanent		Permanent
1051-0000	Housing Project Files Consists of financial records, plans and correspondence.	10 yrs after completion of construction		Archival review
1052-0000	General Planning Project Files Consists of financial records, plans and correspondence.	10 yrs after completion of construction		Archival review
1053-0000	Green Acres Project Files Consists of financial records, plans and correspondence.	Permanent		Permanent
1054-0000	Urban Renewal Files Consists of financial records, plans and correspondence.	10 yrs after completion of construction		Archival review
1055-0000	Flood Control Files Consists of plans and correspondence regarding flood control projects.	Permanent		Permanent
1056-0000	Rent Stabilization Files	7 yrs		Destroy
1057-0000	Recreation Recovery Action Plan Consists of a study which is used as a basis for the creation of a recreational area that was formerly blighted.	Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
1100-0000	HOUSING Property Improvement Financial, Construction and Loan Data for Each Property Assisted by Property Improvement Program	10 yrs after completion of construction/or repayment of loan whichever is later		Archival review
1101-0000	Estimator's Records	10 yrs		Destroy
1102-0000	Delinquent Accounts	6 yrs after final payment		Destroy
1103-0000	Program Accounts	6 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
	HOUSING <u>Property Management</u>			
1150-0000	Sold Properties and Indices	10 yrs unless in litigation		Destroy
1151-0000	Redeemed Properties	10 yrs unless in litigation		Destroy
1152-0000	Inspection Files	10 yrs unless in litigation		Destroy
1153-0000	Relocation Files	7 yrs after settlement		Destroy
1154-0000	Owned Properties and Indices	Permanent		Permanent
1155-0000	Bonds	7 yrs after maturity or cancellation		Destroy
1156-0000	Title Foreclosures	Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
	HOUSING <u>Property Maintenance</u>			
1200-0000	Work Orders	6 YRS		Destroy
1201-0000	Housing Plans	Permanent		Permanent
1202-0000	Utility Bills	6 YRS		Destroy
1203-0000	Quarterly Reports	3 YRS		Destroy
1204-0000	Owned Properties and Lots	10 yrs after disposal of property		Destroy
1205-0000	Seniority List	As updated		Destroy
1206-0000	Police Reports	3 YRS		Destroy
1207-0000	Gas Usage Reports	2 YRS		Destroy
1208-0000	Solid Waste Transport Records	6 YRS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
	HOUSING				
	<u>Community Affairs</u>				
1250-0000	Relocation Hearings	7 yrs after settlement			Destroy
1251-0000	Condemnation Hearings	Permanent			Permanent
1252-0000	Demolition Files	Permanent			Permanent
1253-0000	Project Case Files Consists of financial records, plans and correspondence.	10 yrs after completion of construction			Archival review
1254-0000	Inspection Reports	7 yrs unless in litigation			Destroy
1255-0000	Rental Assistance Certification/Recreation of Tenance Eligibility	6 yrs unless in litigation			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
	GENERAL <u>Executive</u>			
1300-0000	Agendas	Permanent		Permanent
1300-0001	Agendas (Original)	Periodic review		Destroy
1300-0002	Agendas (Copies)	Permanent		Permanent
1301-0000	Annual Reports	Permanent		Permanent
1302-0000	By-Laws	As updated		Destroy
1303-0000	Mailing Lists			
1304-0000	Minutes, Resolutions and Associated Documentation	Permanent		Permanent
1304-0001	Minutes, Resolutions and Associated Documentation (Original)			
1304-0002	Minutes, Resolutions and Associated Documentation (Copies)	Periodic review		destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

GENERAL

Administration

1350-0000

Administrative Subject Files - Correspondence

3 yrs

Destroy

1351-0000

Contracts - General

6 yrs after
termination

Destroy

1352-0000

Insurance Policies

6 yrs after
expiration

Destroy

1353-0000

Payroll Registers

Permanent

Permanent

1353-0001

Payroll Registers (Master)

3 yrs

Destroy

1353-0002

Payroll Registers (Copies)

6 yrs after
termination of
employment

Destroy

1354-0000

Personnel Files

1355-0000

Purchase Orders

6 yrs

Destroy

1356-0000

Timesheets

6 yrs

Destroy

1357-0000

Withholding Tax Statements W-2, W-4

7 yrs

Destroy

1358-0000

Worker and Community Right-To-Know Surveys

30 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
	<u>GENERAL</u> <u>Finance</u>			
1400-0000	Audit Reports	Permanent		Permanent
1401-0000	Bank Records Includes: bank statements, cancelled checks, deposit slips, etc.	6 yrs		Destroy
1402-0000	Bond Issuance Booklets	7 yrs after final maturity/ cancellation		Destroy
1403-0000	Budget Workpapers	6 yrs		Destroy
1404-0000	Contract Agreements	6 yrs after termination		Destroy
1404-0001	Contract Agreements - General Services	10 yrs after termination		Destroy
1404-0002	Contract Agreements - Construction (Copies) Originals maintained by Engineering	6 yrs		Destroy
1405-0000	Invoices	6 yrs		Destroy
1406-0000	Purchase Orders	6 yrs		Destroy
1406-0001	Purchase Orders (Original)	3 yrs		Destroy
1406-0002	Purchase Orders (Copies)	6 yrs		Destroy
1407-0000	Requisitions			
1408-0000	Vouchers			
1408-0001	Vouchers (Original)			
1408-0002	Vouchers (Copies)			